

## Application Checklist

The following checklist is being provided to assist in ensuring your application is complete and ready for submission. This list is intended to be used only as a guide. Please do not submit this form with your Application. We suggest you read through the Application to be submitted thoroughly and have it proof read by another individual. For further information please contact Jennifer McShane Ferguson at (512) 936-1278 or e-mail questions to [CVSGrantsApplications@oag.state.tx.us](mailto:CVSGrantsApplications@oag.state.tx.us).

Check the box after each step is complete.

- ☐ All documents are printed on 8.5 x 11 inch paper and are bound together by a binder clip.

Documents to be submitted:

- ☐ One (1) Original Application.
  - ☐ One (1) Excel Workbook
  - ☐ One (1) Attachment A containing original signatures
  - ☐ One (1) Attachment B containing original signatures
  - ☐ One (1) Job Description for each position requested on the proposed budget
  - ☐ Collaborative Agreement(s) for each collaboration (if required by the Applicant to achieve the goals of the proposed project as described in the Application).
- ☐ Three (3) hard copies of the completed Excel Workbook. (Not including the attachments). The three (3) hard copies are bound separately by binder clips.

### **APPLICATION DEADLINE: 5:00 p.m. CST: Friday, April 1, 2011**

- ☐ The packaged documents are being **sent by a next day air overnight delivery service** that tracks its deliveries to:

**CVS GRANTS APPLICATIONS - MC 005  
OFFICE OF THE ATTORNEY GENERAL  
300 W 15<sup>TH</sup> ST. RM 102  
AUSTIN, TX 78701-1649**

- ☐ A copy of the Excel Workbook has been e-mailed to:  
[CVSGrantsApplications@oag.state.tx.us](mailto:CVSGrantsApplications@oag.state.tx.us)
- ☐ An Auto-reply message was received from the OAG.  
**(Reminder:** If an auto-reply message was not received from the OAG, you are encouraged to contact (512) 936-1278 immediately).